



CITY OF WESTMINSTER PLANNING AND ZONING COMMISSION MEETING SUMMARY

**April 14, 2016, at 7 PM
City Hall, 1838 Emerald Hill Lane**

A meeting of the City of Westminster Planning and Zoning Commission was held at City Hall, 1838 Emerald Hill Lane in Westminster, Maryland 21157, on April 14, 2016, at 7 PM.

Chair Peggy Bair, Council Member Suzanne Albert, Commissioner Kevin Beaver and Commissioner Lori Welsh-Graham were present. City staff member Bill Mackey was present. Carroll County Planning Liaison and Comprehensive Planner Scott Graf was present. Mr. Jim Piet of Woodhaven Building & Development, Inc., representing Bolton Hill, LLC was present.

Chair Peggy Bair opened the meeting at 7:03 PM. Commissioner Beaver moved approval of the minutes of the March 10, 2016 meeting. Council Member Albert seconded. The motion passed.

Chair Peggy Bair opened Old Business. The Commission discussed the proposed ordinance and the proposed design guidelines. Commission Member Albert suggested including Tree City USA in the draft. Chair Peggy Bair referenced the discussion of street trees. Commissioner Graham Welsh suggested including the Tree City USA logo on front and/or back covers of the guidelines.

Mr. Graf inquired about the history of building location text and architectural articulation text on pages 25 and 31, respectively. Mr. Graf suggested adding LEED certification on page 43. City staff inquired of the Commission about checking with the County plumbing inspector regarding the latest water conservation standards. The Commission concurred with all of the suggestions.

Commissioner Welsh- Graham made a motion to approve the proposed ordinance as presented. Council Member Albert seconded. The motion passed.

Commissioner Welsh-Graham made a motion to approve the proposed design guidelines with changes as discussed. Commissioner Beaver seconded. The motion passed.

Mr. Graf briefed the Commission on the Carroll County Bicycle-Pedestrian Master Plan survey. The County received 822 responses. The largest share of responses were from people in the City of Westminster. Mr. Graf summarized that the perceived barriers for walking and cycling, as indicated by survey results, are the lack of facilities and the safety of existing infrastructure.

Mr. Graf presented the County's draft 2015 Annual Report for the Commission's information. Mr. Graf reviewed each section and requested review by Commission members over the next several weeks. A letter for the Chair's signature would be forthcoming at a future meeting.

Chair Peggy Bair opened the discussion of the proposed plat for Bolton Hill, Section IV, with 39 lots for single-family, detached residences. Mr. Mackey reviewed the staff memo and the staff recommendation. Commissioner Graham Welsh moved for approval. Council Member Albert seconded. The motion passed.

Chair Peggy Bair opened the discussion of the proposed sign for Sheetz on Washington Road. Mr. Mackey reviewed the staff memo and the staff recommendation. Council Member Albert moved for approval of the sign. Commissioner Welsh-Graham seconded. The motion passed.

Chair Peggy Bair opened the discussion of the proposed sign for Gavigan's at 402 Englar Road. Mr. Mackey reviewed the staff memo and the staff recommendation. Council Member Albert moved for approval of the sign. Commissioner Welsh-Graham seconded. The motion passed.

Chair Peggy Bair opened the discussion of the proposed Priority 1 capital budget. Mr. Mackey reviewed the staff memo and the staff recommendation. The Commission inquired after the project at 7 School House. Mr. Mackey explained the proposed funds were to match a grant. Commissioner Welsh-Graham moved a favorable recommendation to the Mayor and Common Council. Commissioner Beaver seconded. The motion passed.

Mr. Graf inquired about damaged roadways and repairs especially regarding Ralph Street.

Chair Peggy Bair reported the Wakefield Valley Task Force meeting went well. The Task Force received four proposals (and possibly a fifth forthcoming) for which the Task Force is scheduling presentations by applicants. Commissioner Beaver reiterated his request for removal of trees blocking visibility at Tahoma Farm Rd. There may also be people living near the pond in tents.

The Commission requested an update on efforts by a local restaurant to relocate. Mr. Mackey reported that City staff are providing assistance to the applicant including help connecting with grants and meeting with the applicant's architect to assist with bringing an application forward.

Council Member Albert moved to adjourn. Commissioner Beaver seconded. The Commission adjourned at 8:25 PM.